



**Donald R. Nehmer**  
*President*  
**Amy Heron**  
*Vice-President*  
**Fred Mikolajewski**  
*Secretary*  
**David Princeton**  
**Kurt Kopplin**

## **CITY OF WEST ALLIS POLICE OFFICER APPLICATION PROCESS**

This application is the first step in the testing process for the position of Police Officer with the City of West Allis Police Department. Any person who meets the Police Officer Minimum Qualifications is eligible to complete and submit this application. Certain aspects of this application will be scored and utilized in determining the eligible applicants who will be invited to take the physical agility test.

All applicants will be notified as to the disposition of their application.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



## POLICE OFFICER RECRUITMENT

Donald R. Nehmer  
*President*  
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*Secretary*  
David Princeton  
Kurt Kopplin

Dear Applicant:

The West Allis Police Department has begun the process of establishing an eligibility list for Police Officer. The completion and return of this application, with all required documents, is the first step.

### **KEEP IN MIND:**

1. The application in its entirety **must be typed or printed legibly in ink.**
2. Any deliberate falsification on this form will result in disqualification of your application. If it is discovered after you begin employment that you made a false statement, it may be grounds for discharge.
3. This application and all required additional documents must be received by the City of West Allis Police Department, 11301 W. Lincoln Ave., West Allis, WI 53227, **no later than 4:00 p.m., Friday, September 30, 2016,** in order to receive consideration in the 2016 hiring process.
4. Any changes in your information (i.e., legal name change, address, phone, employment, higher education, etc.) must be delivered in writing to Deputy Chief Christopher Botsch c/o West Allis Police Department, 11301 W. Lincoln Avenue, West Allis, WI 53227.

The recruitment process is expected to proceed as follows:

### **4:00 p.m., Friday, September 30, 2016**

Application deadline

### **9:00 a.m., Sunday October 16, 2016**

Physical Agility Testing

### **November (date to be determined)**

Assessment Center

### **November (date to be determined)**

Police and Fire Commission interviews

### **December 2016 / January 2017**

Eligibility list established.

(over)

Except for the application deadline, all of the dates listed on the previous page are tentative. Applicants will be given ample notice about firm dates and times related to the recruitment process as necessary.

**REMINDER:**

The information you provide during the recruitment process will be used to assist members of the West Allis Police Department throughout the entire recruitment process. Your file, in its entirety, will be forwarded to the West Allis Police and Fire Commission for their review. Any negative facts in your background will be evaluated in terms of the circumstances and facts surrounding their occurrence. These facts will then be considered as to the degree of relevance they may have to the job of Police Officer.

Any written communications relative to the recruitment process should be addressed to:

Deputy Chief Christopher Botsch  
West Allis Police Department  
11301 W. Lincoln Avenue  
West Allis, WI 53227  
cbotsch@westalliswi.gov



Christopher Botsch  
Deputy Chief of Police



POLICE AND FIRE COMMISSION  
CITY OF WEST ALLIS  
WEST ALLIS, WISCONSIN 53227

Announcing a recruitment for the position of:

## **POLICE OFFICER**

The City of West Allis' Board of Police and Fire Commissioners is accepting applications from September 1, 2016 through 4 p.m., September 30, 2016 to establish an eligibility list for current and future vacancies.

### **DUTIES:**

This is responsible and specialized work in a semi-military type of organization which requires employees to take orders and perform all assigned duties quickly and effectively. Regular and predictable attendance is an essential function of this position. Typical duties include: Stop vehicles to investigate, cite or arrest occupants; investigate vehicle accidents; answer bank and burglar alarms; physically examine and test doors and windows of dwellings and businesses; direct traffic at accidents, parades, crime scenes and for emergency vehicles; conduct plain view searches and searches based on probable causes. Operate and maintain control of police vehicle under various conditions and engage in high-speed pursuits or emergency response driving. Push vehicles and remove hazards from obstructing traffic; request emergency assistance for traffic accidents; coordinate actions of other officers arriving as backups; package and transport property and evidence; collect evidence including trace, biological and personal property from crime and accident scenes; recover and inventory stolen property. Assist paramedics and EMTs with the treatment of injured or ill people; search unconscious or helpless persons in emergencies; administer cardiopulmonary resuscitation. Handcuff suspects or prisoners; subdue attacking or resisting persons; use chemical spray, baton, electronic control device, pistol or shotgun to defend self or others or during training exercises; conduct a frisk or pat down search of persons. Verbally communicate using portable and car radios; use computer keyboard for report writing. Respond to general information questions from the public; interview complainants, witnesses, drivers, etc.; explain the nature of criminal offenses to offenders; inspect driver's licenses; mediate civil disputes; interrogate or interview suspects; advise person of constitutional rights; testify in court or at other legal proceedings; issue a citation or summons to offenders in lieu of making a custodial arrest.

Support the Constitution of the United States, the Constitution of the State of Wisconsin and the Ordinances of the City of West Allis; actively support the policies and procedures, programs, objectives and philosophies of the Department; conduct thorough investigations on all assignments and submit complete reports in accordance with current departmental reporting procedures; take appropriate action on all matters requiring police attention, whether in response to a specific assignment, by personal observation while patrolling an assigned district, or performing the tasks associated with other general assignments; direct efforts toward the development and reinforcement of good community-police relations; inspect all assigned equipment at the beginning of a tour of duty to assure its sufficiency and proper operation, and report any deficiencies to the supervisor; and be familiar with all possible aspects of an assignment and strive for excellence in performing the duties so assigned.

Possess the physical capacity to perform the duties of the position as identified under "Minimum Qualifications".

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent knowledge of and ability to adapt to changing laws; excellent knowledge of problem solving techniques; ability to take control of a complicated incident and formulate a plan of action in order to respond properly; possession of good listening and comprehension skills necessary for gathering information; knowledge of how to exercise good judgment to resolve conflicts among individuals and groups; knowledge of how to adapt to the changing needs and roles of an ethnically diverse community group; knowledge of how to modify the ideas of a group and explore alternatives when appropriate; ability to facilitate a group discussion; knowledge of how to recognize and build upon the ideas of others; knowledge of how to follow a logical process when making a decision based upon a set of facts; ability to reach logical conclusions based upon evidence at hand and to then establish priorities; knowledge of how to assimilate a variety of information to reach a major decision; ability to verbalize concerns when presented with unrealistic solutions to problems; ability to constructively critique the behavior of others and to make recommendations for improvement; knowledge of precautionary measures to protect self, partner and the public; ability to establish and maintain effective working relationships with other employees and the public both individually and in groups; ability to function independently as well as with a work group.

Considerable skill in operating a motor vehicle under normal and adverse conditions while maintaining the ability to communicate and activate equipment within the vehicle; skill in recognizing the suspicious behavior of individuals and making specific recommendations on proper response; skill in remaining calm when confronted with stressful situations; skill in maintaining a professional demeanor when faced with verbal opposition and threats; skill in actively influencing events rather than passively accepting the results of the actions of others; skill in effectively communicating with individuals as well as groups in a clear, concise and articulate manner in a wide variety of problematic situations; skill in demonstrating sensitivity to the emotional state of others; skill in recognizing when communication is not working and ability to change or improve the quality of communication; skill in exhibiting good judgment in resolving conflicts, and skill in utilizing the information provided by others to quickly make decisions.

Ability to distinguish emergency from non-emergency situations and to think quickly under pressure; ability to physically apprehend and control a person; ability to follow a series of procedures with a minimal amount of supervision or instructions to accomplish a task; ability to remember and apply procedures and standards to a variety of situations; ability to inspire an attitude of confidence and command a presence; ability to remain calm and objective when confronted with physical and verbal challenges and to handle the unexpected; ability to quickly gain rapport with people in order to reason and solve problems; ability to remain alert to details and to recognize persons, objects and situations from descriptions and recall such from memory; ability to recognize suspects, vehicles and objects with altered appearances; ability to read and follow written and oral instructions; ability to communicate both orally and in writing; good knowledge of grammar, spelling, and punctuation; ability to transpose and summarize an oral interview into a legible written report clearly, concisely and accurately; ability to copy information with a minimum number of errors; ability to identify personal errors and make the necessary changes; ability to perform basic mathematical computations; ability to visualize the end product from the productive steps; ability to explain abstract ideas; ability to reason spatially in order to calculate the shortest route between two points; and ability to work on more than one task at a time.

**MINIMUM QUALIFICATIONS:**

An applicant must meet minimum requirements for Police Officer at the time he/she applies:

1. **Age**

18 years and over at time of application deadline (photocopy of Birth Certificate required).

2. **Citizenship**

Must be U.S. citizen.

3. **Education and Certification**

Applicants must possess from a nationally and/or regionally accredited university or college:

A. Bachelor's Degree in Criminal Justice, or a closely related field, by December 31, 2016

**OR**

B. Associates Degree in Police Science, or a closely related field, by December 31, 2016

**OR**

C. Sixty college credits in Police Science/Criminal Justice, or a closely related field, as of December 31, 2016

**NOTE:** Certified college or university transcript (no copies) must be included in a sealed envelope from the granting college or university with an application before it will be accepted and processed. [If final transcripts are not available, a letter from the college or university Registrar's office is required. The letter, addressed to the City of West Allis Police Department, should include the following information: 1) Final grade point average or, if graduating by December 31, 2016, grade point average thus far, 2) Confirmation that you have attained the required credits for graduation or, if graduating by December 31, 2016, the number of credits attained thus far and the number of credits currently being pursued, 3) Program Description/Area of Emphasis.]

**In addition to the above education requirement, applicants must have completed an approved State of Wisconsin police recruit academy; OR be attending a State of Wisconsin recognized police recruit academy at the time of application with a completion date of December 31, 2016 or prior; OR must present a comparable out of state certification.**

4. **Physical Requirement**

A. Applicants must be physically able to perform job-related functions as specified by the Police and Fire Commission, AND

B. As verified by a Police and Fire Commission appointed physician.

The work requires a superior level of physical conditioning, endurance and agility as follows (refer to Activity Frequencies chart on next page): ability to continuously wear heavy equipment up to approximately 30 lbs (duty belt, vest, etc.); ability to frequently lift objects up to and including 65 lbs; continuous repetitive motion/movements including, but not limited to, pulling, pushing, pulling hand-over-hand, running, standing, walking, jumping, climbing, stooping, kneeling, bending, crawling, squatting, reaching, twisting, or pressure involving wrists, hands, or fingers; continuous sitting and exiting/entering a police vehicle; continuous high level of mental and visual alertness; high level of hearing acuity; ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials and

tasks; sufficient physical stamina to permit a full day of continuous motor vehicle operation under varying traffic conditions; ability to endure extended working hours; ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust; ability to continuously focus for long periods of time on projects or while working on computers.

#### ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

#### 5. Driver's License

Applicants must possess a valid unrestricted driver's license and be eligible for a Wisconsin driver's license at the time of application. [Restrictions as to physical reasons only, will not disqualify a person for issuance of an application, but may be a basis for rejection in the medical examination.]

#### 6. Good Moral Character

- A. An applicant shall have no felony conviction record, as this factor will prohibit him/her from lawfully carrying a firearm.
- B. An applicant shall have no state misdemeanor conviction record for crimes involving moral turpitude, as this factor will jeopardize his/her credibility as a departmental witness.

### MISDEMEANORS INVOLVING "MORAL TURPITUDE"

#### Wisconsin Statutes

946.74	Aiding inmate to escape from mental institution
943.37	Alteration of property identification marks
946.49(1)(a)	Bail jumping
940.19(1)	Battery
941.23	Carrying a concealed weapon
947.06(3)	Cause or participate in an unlawful assembly
946.67	Compounding crime
948.40	Contribute to the delinquency of a child
161.41	Controlled substance violations
943.13	Criminal trespass to dwelling
947.01	Disorderly Conduct
946.68	Distribution of fictitious court documents
868.075	Domestic Abuse
940.34	Duty to aid victim or report crime
946.46	Encouraging violation of probation or parole
943.11	Entry into locked vehicle
943.125	Entry into locked coin box
948.11(2)(b)	Exposing a child to harmful material
948.10	Exposing genitals or pubic area to a child for purposes of sexual arousal or sexual gratification
948.22(3)	Failure to support
946.32(2)	False Swearing
941.13	False fire alarm
946.41(2)(a)	False report to law enforcement
946.32(2)	False oath before a notary
946.69	Falsely assuming to act as public officer or employee
946.70	Falsely impersonating an officer
346.04(3)	Fleeing or attempting to elude an officer

#### Wisconsin Statutes

948.60	Furnishing weapons/firearms to minors
944.20(2)	Indecent exposure
951.08(2)	Instigating fights between animals
940.42	Intimidation of witnesses
943.24	Issue of worthless check under \$500.00
944.20	Lewd and lascivious behavior
948.21	Neglecting a child
941.10	Negligent handling of burning material
946.45	Negligently allowing escape of prison inmate
944.21	Obscene performance or writing, picture, sound recording or film
944.33	Pandering
948.61(2)(a)	Possession of a dangerous weapon on school premises
944.30	Prostitution
49.12	Public assistance fraud
946.40	Refusing to aid officer
946.41	Resisting an officer
943.50	Retail Theft
948.09	Sexual intercourse with a child age 16 or older
940.32	Stalking
943.46	Theft of cable services
943.20(3)(a)	Theft \$500.00 or less
943.13	Trespass to land

- C. An applicant shall have no second convictions for Operating While Intoxicated, Operating After Revocation, Operating While Suspended, Operating Without License, or Attempting to Elude Officer or a first conviction for any of these offenses within the past three years prior to application as this factor will jeopardize his/her credibility as a departmental witness and may unreasonably subject the City to increased civil liability.
- D. An applicant shall have no pending cases for any of A, B, C offenses at the time of application.
- E. An applicant shall have no pending civil cases that may adversely affect job related responsibility.

Failure to meet A, B, C, D and E requirements shall be cause for rejection of application.

7. **Typing Ability**

Applicants shall be able to type at a minimum rate of 30 wpm.

**RESIDENCY REQUIREMENT:**

This recruitment is open to all qualified applicants; however, within eighteen months of employment, an appointee must establish residency within the City of West Allis or designated perimeter. [The perimeter for establishing non-residency is south of Highway 60, east of Highway P, south of Highway MM, east of Highway 67, north of Highway LO, east of Highway E, and north of Highway 20. The residence must have a postal address inside of the boundaries or on one (1) of the highways named.]

**EXAMINATION DATA:**

The first step in the selection process will be a review and evaluation of application materials to identify those applicants who appear to be qualified in terms of academic preparation, training and experience, and achievements as they relate to the duties and requirements of the position. To facilitate a fair and accurate evaluation of qualifications, applicants are encouraged to include in their applications clear and specific details about their qualifications.

**NOTE:**     **An official college or university transcript must be included in a sealed envelope from the granting college or university with the application. If final transcripts are not available, a letter from the college or university Registrar's office is required. This letter, addressed to the City of West Allis Police Department, should include the following information: 1) Final grade point average or, if graduating by December 31, 2016, grade point average thus far, 2) Confirmation that you have attained the required credits for graduation or, if graduating by December 31, 2016, the number of credits attained thus far and the number of credits currently being pursued, 3) Program Description/Area of Emphasis.**

Based upon application ranking, a representative number of applicants will be further evaluated in a physical agility test, an assessment process, a background check and an oral interview with the Police & Fire Commission. Upon offer of employment, candidates will be required to pass a medical examination, psychological evaluation and an extensive background investigation.

**Applicants who have previously applied for a Police Officer position with the City of West Allis in the preceding 18 months and participated in the assessment center phase are not permitted to apply, unless permitted via a formal invitation from the Chief of Police.**

**2016 SALARY:**

The starting annual salary for Police Officers residing in the City of West Allis is \$50,337 and rises in five annual increments to \$75,655. The perimeter resident starting annual salary is \$49,405 and rises in five annual increments to \$74,225. Employees are expected to participate in direct deposit of payroll checks.



**BENEFITS:**

Benefits include vacation accrual upon date of hire based on the vacation schedule; a sickness disability benefit plan; eleven (11) paid holidays; eligibility for health insurance the first of the month following thirty (30) days of service with choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account) – both plans are contributory and cover the employee and his/her family; fully paid Dental Insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service; a dual pension system comprised of the Wisconsin Retirement Fund\* and Federal Social Security (both of which are contributory); a fully paid life insurance program\* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars with the option for additional coverage; an educational reimbursement plan for the pursuit of job related courses; and voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, Employee Assistance Program (EAP), and Employee Wellness Program.

\*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin, Department of Employee Trust Funds.

\*\*\*Officers are responsible for paying a portion of their initial equipment purchase to include their firearm, duty gear, etc.\*\*\*

**VETERAN'S POINTS:**

Honorably discharged veterans who receive an overall qualifying rating will be awarded additional credit to be determined by the Police Chief upon presentation of proper proof of military duty.

**POST-OFFER DRUG SCREEN/PHYSICAL AND PSYCHOLOGICAL EXAM/ PROBATIONARY PERIOD:**

Persons offered employment must pass a post-offer drug test as a condition of employment. An appointee must also pass a thorough physical and psychological examination prior to appointment. All appointments are subject to a probationary period of eighteen (18) months; however, during the probationary period, employment may be terminated at any time if the employee is found to be unsuitable for any reason.

**HOW TO APPLY:**

Application materials are available online at [www.westalliswi.gov/jobs](http://www.westalliswi.gov/jobs), and obtainable at the West Allis Police Department, 11301 W. Lincoln Ave., West Allis, WI 53227, 414/302-8020. **COMPLETED APPLICATIONS MUST BE RECEIVED BY THE WEST ALLIS POLICE DEPARTMENT NO LATER THAN 4:00 P.M., SEPTEMBER 30, 2016.** Women, minorities and candidates that are bilingual (English/Spanish speaking) are encouraged to apply.

Visit our website at [www.westalliswi.gov](http://www.westalliswi.gov) for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

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It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



## REQUIRED DOCUMENTS

**When you return this application you must include this form and the documents listed below which apply to you.**

The entire packet **MUST BE DELIVERED TO THE CITY OF WEST ALLIS POLICE DEPARTMENT, 11301 W. LINCOLN AVE., WEST ALLIS, WI 53227, NO LATER THAN 4:00 P.M., FRIDAY, SEPTEMBER 30, 2016**, or the Department will exclude you from consideration.

Check all applicable boxes:

Document(s) attached	Does not apply	
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOCOPY OF BIRTH CERTIFICATE ( <u>from the state or county</u> ; <b>NOT YOUR HOSPITAL CERTIFICATE</b> ).
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFIED COPY OF NATURALIZATION PAPERS, if you were not born in the United States. Official Naturalization papers must be presented at time of application filing.  Attn: Police Dept. personnel -- certifying Naturalization papers: I hereby certify that I have examined the document presented and that the document appears to be genuine and related to the applicant named below.  _____ Signature
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFIED COPY OF ALL COLLEGE TRANSCRIPTS AND DEGREES in a sealed envelope from the granting college or university, or a letter from the college or university Registrar's office is required. The letter, addressed to the City of West Allis Police Department, should include the following information: <ul style="list-style-type: none"><li>• Final grade point average or, if graduating by December 31, 2016, grade point average thus far</li><li>• Confirmation that you have attained the required credits for graduation or, if graduating by December 31, 2016, the number of credits attained thus far and the number of credits currently being pursued</li><li>• Program Description/Area of Emphasis</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	COPY OF FORM DD 214 (typically copy #4 noting discharge status) if you are a veteran
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOCOPY OF DRIVER'S LICENSE, both sides
<input type="checkbox"/>	<input type="checkbox"/>	VERIFICATION OF STATE OF WISCONSIN LAW ENFORCEMENT CERTIFICATION (Completed a police recruit academy)
<input type="checkbox"/>	<input type="checkbox"/>	VERIFICATION OF CURRENT ATTENDANCE IN APPLICABLE POLICE OFFICER RECRUIT TRAINING PROGRAM
<input type="checkbox"/>	<input type="checkbox"/>	VERIFICATION OF OUT OF STATE LAW ENFORCEMENT CERTIFICATION

I certify that I have attached the necessary documents that apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## APPLICATION FOR EMPLOYMENT

**BOARD OF POLICE AND  
FIRE COMMISSIONERS**  
11301 West Lincoln Avenue  
West Allis, Wisconsin 53227

This information is for official use only and will not be released to unauthorized persons nor will it be used to discriminate against any applicant.

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications, which are incomplete or illegible, will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. Any deliberate falsification on this form will result in disqualification of your application or if discovered after employment may be grounds for discharge. Convictions of any offense will not necessarily preclude employment of an applicant unless circumstances substantially relate to the requirements of the position for which you are applying.

### AN EQUAL OPPORTUNITY EMPLOYER

POSITION APPLIED FOR <u>POLICE OFFICER</u>				
NAME _____ <div style="display: flex; justify-content: space-between; font-size: small;"><span>(LAST)</span><span>(FIRST)</span><span>(MIDDLE)</span></div>				
OTHER NAMES UNDER WHICH YOU HAVE BEEN KNOWN _____				
DATE OF BIRTH _____		PLACE OF BIRTH _____		SS# _____
ADDRESS _____ <div style="display: flex; justify-content: space-between; font-size: small;"><span>(NO.)</span><span>(STREET)</span><span>(CITY)</span><span>(STATE)</span><span>(ZIP)</span></div>				
LAST FORMER ADDRESS _____ <div style="display: flex; justify-content: space-between; font-size: small;"><span>(NO.)</span><span>(STREET)</span><span>(CITY)</span><span>(STATE)</span><span>(ZIP)</span></div>				
PHONE(HOME/CELL) _____ (BUSINESS) _____				
Complete address to which you wish mail sent if different from above:				
ADDRESS _____ <div style="display: flex; justify-content: space-between; font-size: small;"><span>(NO.)</span><span>(STREET)</span><span>(CITY)</span><span>(STATE)</span><span>(ZIP)</span></div>				
PHONE (HOME/CELL) _____ (BUSINESS) _____				
EMAIL _____				

This column for  
dept. use only

<p>1. Applicants must possess a valid unrestricted driver's license and be eligible for a Wisconsin driver's license at the time of application. (Restrictions as to physical reasons only, will not disqualify a person for issuance of an application, but may be a basis for rejection in the medical examination.)</p> <p>Driver's license number _____</p> <p>State of _____</p> <p>Expiration date _____</p> <p>Date of birth _____</p> <p>Restriction code(s) _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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2. Do you have the ability to type? Words per minute _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Do you have computer skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Do you have an Associate's Degree in Police Science? A. Name of college or university _____ B. City/State of college or university _____ C. Month and year degree conferred _____ D. Grade Point Average ( <b>As shown on transcript</b> ) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Do you have a Bachelor's Degree in Criminal Justice or a closely related field? A. Name of college or university _____ B. City/State of college or university _____ C. Month and year degree conferred _____ D. Major _____ Minor _____ E. Grade Point Average ( <b>As shown on transcript</b> ) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Do you have a Master's Degree? A. Name of college or university _____ B. City/State of college or university _____ C. Month and year degree conferred _____ D. Major _____ Minor _____ E. Grade Point Average ( <b>As shown on transcript</b> ) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7. Do you have any additional post-high school education (excluding State of WI certification training, i.e. Policy Academy)? A. Name of school(s) _____ B. Number of credits _____ C. Degree/Major/Type _____ D. Dates Attended _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8. High school education? A. Name of school(s) _____ B. City/State _____ C. Dates attended _____ D. Graduation date _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Have you ever been dismissed or suspended from a school because of disciplinary action?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date _____ Details _____			
Final disposition _____ List additional on a separate sheet			
10. Do you have three years of <b>current and continuous</b> experience as a full-time certified law enforcement officer? A. Name of agency _____ B. Dates of employment _____ C. May we obtain references from the employer named above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain exceptions _____ List additional employment as a certified law enforcement officer on a separate sheet.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



17. Do you have any pending civil cases that may adversely affect job responsibility?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date	County/State	Case #		
Details		Final disposition		
Date	County/State	Case #		
Details		Final disposition		
18. Have you ever tried, used or experimented in any way with any illegal controlled substance (i.e. Marijuana, Hashish, LSD, Cocaine, Crack, Methamphetamine, Heroin, K2/Spice, etc.)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, provide details:				
19. Have you ever tried, used (excluding legally prescribed medications used as directed by a physician) or experimented in any way with any legal controlled and/or non-controlled substance (i.e. Oxycontin, Codeine, Morphine, Methadone, glue sniffing, paint huffing, nitrous oxide, bath salts, etc.)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, provide details:				
20. a) Do you have a felony conviction record?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date	Charge	Arresting Agency	City/State	
Details		Final disposition		
b) Do you have a state misdemeanor conviction record for crimes involving moral turpitude? (see list below)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date	Charge	Arresting Agency	City/State	
Details		Final disposition		
c) Have you ever been <u>arrested</u> for any felony, misdemeanor involving moral turpitude or non-traffic ordinance violation (excluding parking)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date	Charge	City/State		
Details		Final Disposition		

### MISDEMEANORS INVOLVING "MORAL TURPITUDE"

#### Wisconsin Statutes

946.74 Aiding inmate to escape from mental institution  
 943.37 Alteration of property identification marks  
 946.49(1)(a) Bail jumping  
 940.19(1) Battery  
 941.23 Carrying a concealed weapon  
 947.06(3) Cause or participate in an unlawful assembly  
 946.67 Compounding crime  
 948.40 Contribute to the delinquency of a child  
 161.41 Controlled substance violations  
 943.14 Criminal trespass to dwelling  
 947.01 Disorderly Conduct  
 946.68 Distribution of fictitious court documents  
 968.075 Domestic Abuse  
 940.34 Duty to aid victim or report crime  
 946.46 Encouraging violation of probation or parole  
 943.11 Entry into locked vehicle  
 943.125 Entry into locked coin box  
 948.11(2)(b) Exposing a child to harmful material  
 948.10 Exposing genitals or pubic area to child for purposes of sexual arousal or sexual gratification  
 948.22(3) Failure to support  
 946.32(2) False Swearing  
 941.13 False fire alarm  
 946.41(2)(a) False report to law enforcement  
 946.32(2) False oath before a notary  
 946.69 Falsely assuming to act as public officer or employee

#### Wisconsin Statutes

946.70 Falsely impersonating an officer  
 346.04(3) Fleeing or attempting to elude an officer  
 948.60 Furnishing weapons/firearms to minors  
 944.20(2) Indecent exposure  
 951.08 Instigating fights between animals  
 940.42 Intimidation of witnesses  
 943.24 Issue of worthless check under \$500.00  
 944.20 Lewd and lascivious behavior  
 948.21 Neglecting a child  
 941.10 Negligent handling of burning material  
 946.45 Negligently allowing escape of prison inmate  
 944.21 Obscene performance or writing, picture, sound recording or film  
 944.33 Pandering  
 948.61(2)(a) Possession of a dangerous weapon on school premises  
 944.30 Prostitution  
 49.12 Public assistance fraud  
 946.40 Refusing to aid officer  
 946.41 Resisting an officer  
 943.50 Retail Theft  
 948.09 Sexual intercourse with a child age 16 or older  
 940.32 Stalking  
 943.46 Theft of cable services  
 943.20(3)(a) Theft \$500.00 or less  
 943.13 Trespass to land

19. Do you have any convictions for Operating While Intoxicated, Operating After Revocation, Operating While Suspended, Operating Without a License, and/or Attempting to Elude an Officer?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date	Charge	Arresting Agency	City/State			
Details		Final disposition				
Date	Charge	Arresting Agency	City/State			
Details		Final disposition				
20. Have you ever been convicted of any traffic violation, excluding parking and any convictions listed in #19?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date	Charge	Arresting Agency	City/State			
Details		Final disposition				
Date	Charge	Arresting Agency	City/State			
Details		Final disposition				

### Provide three social acquaintances:

Name	# of years Acquainted	Occupation
Home address: _____ City/State/Zip: _____ Telephone #: _____	Business Address: _____ City/State/Zip: _____ Telephone #: _____	
Name	# of years Acquainted	Occupation
Home address: _____ City/State/Zip: _____ Telephone #: _____	Business Address: _____ City/State/Zip: _____ Telephone #: _____	
Name	# of years Acquainted	Occupation
Home address: _____ City/State/Zip: _____ Telephone #: _____	Business Address: _____ City/State/Zip: _____ Telephone #: _____	

### Provide three references (not relatives or present employer)

Name	# of years Acquainted	Occupation
Home address: _____ City/State/Zip: _____ Telephone #: _____	Business Address: _____ City/State/Zip: _____ Telephone #: _____	
Name	# of years Acquainted	Occupation
Home address: _____ City/State/Zip: _____ Telephone #: _____	Business Address: _____ City/State/Zip: _____ Telephone #: _____	
Name	# of years Acquainted	Occupation
Home address: _____ City/State/Zip: _____ Telephone #: _____	Business Address: _____ City/State/Zip: _____ Telephone #: _____	

## WORK HISTORY

Give a complete record of any employment, self-employment, unemployment, or military service you have had in the past ten years. You may include positions beyond the ten-year period if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. **ALTHOUGH RESUMES ARE WELCOME, THEY MAY NOT BE SUBSTITUTED FOR THE INFORMATION REQUESTED BELOW.** You must account for all periods of time from present to first employment.

Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No



Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer name and address (if unemployed indicate dates)	Employment dates		Salary		Hours per week
	Begin	End	Begin	End	
	Is this business still active? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisor name and telephone (Where they can be currently contacted)	Position held, duties, reason for leaving				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

☐ Yes ☐ No      Were you ever subjected to disciplinary action, including dismissal, in connection with any employment?

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATION AND AGREEMENT**

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools, or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

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Signature of Applicant

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Date Signed

**Resumes are welcome, although they may not be substituted for the information requested.**



## ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer the questions below.

Position applied for \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**COMPLETION OF THIS PART OF THE FORM IS VOLUNTARY.** The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

**Sex:** ☐ Male ☐ Female Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / DD / YYYY Age \_\_\_\_\_

**Veteran Status:** ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating \_\_\_\_\_%

**Ethnic Group:**

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaskan Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

**Do you consider yourself to be disabled?** ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? \_\_\_\_\_

What limitations does this condition impose on major life activities? \_\_\_\_\_

**How did you hear about this job? (Please specify where applicable.)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service            | <input type="checkbox"/> School _____                          |
| <input type="checkbox"/> Spanish Journal            | <input type="checkbox"/> City Cable Channel     | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website               | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Social Media Source _____             |
| <input type="checkbox"/> Interest Card/E-Notify Me  | <input type="checkbox"/> Employee               | <input type="checkbox"/> Other Website _____                   |
| <input type="checkbox"/> Job Hotline                | <input type="checkbox"/> Word of Mouth          | <input type="checkbox"/> Other _____                           |

**The above-completed information is true to the best of my knowledge:**

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)